

CHAPTER 31
CONTINUING EDUCATION AND DISCIPLINARY PROCESS

645—31.1(272C) Continuing education requirements.

31.1(1) It is the responsibility of each licensee to arrange for financing of costs of continuing education.

31.1(2) Each person licensed to practice marital and family therapy or mental health counseling in this state shall complete during each continuing education compliance period a minimum of 40 hours of continuing education approved by the board. Compliance with the requirement of continuing education is a prerequisite for license renewal for each subsequent license renewal period.

31.1(3) The continuing education compliance period shall be each biennium beginning October 1 of the even-numbered year to September 30 of the next even-numbered year. During the continuing education compliance period, attendance at sponsor-approved continuing education programs may be used as evidence of fulfilling the continuing education requirement for the subsequent biennial license renewal period beginning October 1.

31.1(4) Hours of continuing education credit may be obtained by attending and participating in a continuing education activity offered by a sponsor approved by the board. Hours of continuing education credit may also be obtained by attending and participating in a continuing education activity offered by a sponsor approved by the Iowa Board of Social Work Examiners or the Iowa Board of Psychology Examiners. Any nonapproved sponsor that meets the criteria set forth in rule 31.2(272C) will be subject to review by the board at the time of the audit.

31.1(5) Carryover credit of continuing education hours into the next continuing education period will not be permitted.

31.1(6) When an initial license is issued via examination, the new licensee is exempt from meeting the continuing education requirement for the continuing education biennium in which the license is issued.

31.1(7) Reinstated licenses and licensees through the interstate endorsement shall obtain 40 hours of continuing education credit for renewal of license if obtained in the first year of the continuing education biennium and 20 hours if license is obtained in the second year of the continuing education biennium.

645—31.2(272C) Standards for approval.

31.2(1) Continuing education is that board-approved education which is obtained by a licensee in order to maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge. A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if it:

- a.* Constitutes an organized program of learning (including a workshop or symposium) which contributes directly to the professional competency of the licensee; and
- b.* Pertains to common subject matters which integrally relate to the practice of the professions; and
- c.* Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered experts concerning the subject matter of the program, and is accompanied by a paper, manual or outline which substantively pertains to the subject matter of the program and reflects program schedule, goals and objectives. The board may request a curriculum vitae of presenters.
- d.* Fulfills stated program goals or objectives or both.

e. Provides proof of attendance to licensees in attendance including:

- (1) Date, place, course title, presenter(s).
- (2) Numbers of program contact hours. (One contact hour equals one hour of continuing education credit.)
- (3) Official signature of program sponsor.

31.2(2) Continuing education credit may be granted for attendance at sponsor-approved workshops, conferences and symposiums and for academic coursework. Official transcripts indicating successful completion of academic courses which apply to the field of mental health counseling or marital and family therapy, as appropriate, will be necessary in order to receive the following continuing education credits:

One semester credit = 15 hours of continuing education credit;

One quarter credit = 10 hours of continuing education credit.

31.2(3) In addition to attendance at sponsor-approved workshops, conferences and symposiums and academic coursework, a maximum of 20 hours of continuing education credit may be granted for any of the following activities not to exceed a combined total of 20 hours:

a. Presenting professional programs which meet the criteria in 31.2(1). Two hours of credit will be awarded for each hour of presentation. A course schedule or brochure must be maintained for audit. Presentation at a professional program does not include teaching a class at an institution of higher learning at which the applicant is regularly and primarily employed. Presentations to lay public are excluded.

b. Scholarly research or other activities of which the results are published in a recognized professional publication. The scholarly research must be integrally related to the practice of the professions.

c. Publication in a refereed journal. The article in a refereed journal for which the licensee is seeking continuing education credit must be integrally related to the practice of the professions.

d. Distance learning conferences will be allowed if the following criteria are met:

- (1) The program is offered through the Iowa Communications Network (ICN).
- (2) The program allows for interaction between the presenter and the participants.
- (3) The program meets all of the criteria of 31.2(1).

e. Home study courses will be allowed if the following criteria are met:

(1) The program is recognized by the National Board for Certified Counselors (NBCC) or meets all of the criteria of 31.2(1).

(2) A certificate of completion is presented after successful completion of course.

f. Viewing videotaped presentations will be allowed if the following criteria are met:

- (1) There is a sponsoring group or agency.
- (2) There is a facilitator or program official present.
- (3) The program official may not be the only attendee.
- (4) The program meets all of the criteria of 31.2(1).

g. Computer-assisted instructional courses or programs pertaining to the practice of mental health counseling or marital and family therapy will be allowed if the following criteria are met:

(1) The courses and programs are approved by the National Board for Certified Counselors (NBCC) or its affiliates or meets all of the criteria of 31.2(1).

(2) A certificate of completion that includes the following information is presented after successful completion of the course:

1. Date course/program was completed.
2. Title of course/program.
3. Number of course/program contact hours.
4. Official signature of course/program sponsor.

645—31.3(272C) Accreditation of sponsors.

31.3(1) *Standards for accreditation of sponsors.* An organization, institution, agency or individual shall be qualified for approval as a sponsor of continuing education activities if the board determines that:

- a. The sponsor presents organized programs of learning; and
- b. The sponsor presents subject matters which integrally relate to the practice of mental health counseling or marital and family therapy or both; and
- c. The sponsor's program activities contribute to the professional competency of the licensee; and
- d. The sponsor's program presenters are individuals who have specialized education, training or experience by reason of which said individuals may be considered qualified to present the subject matter of the programs.

31.3(2) *Procedures for accreditation of sponsors.*

a. An institution, organization, agency or individual desiring to be designated as an accredited sponsor of continuing education activities shall apply for accreditation to the board stating its education history, subjects offered, total hours of instruction presented, and the names and qualifications of instructors. If approved by the board, such institution, organization, agency or individual shall be designated as an accredited sponsor of continuing education activities, and the activities of such an approved sponsor which are relevant to mental health counseling and marital and family therapy shall be deemed automatically approved for continuing education credit. By January 31 of each year, commencing January 31, 1995, all accredited sponsors shall report to the board in writing the education programs conducted during the preceding calendar year on a form approved by the board.

b. All accredited sponsors shall issue a certificate of attendance to each licensee who attends a continuing education activity. The certificate shall include sponsor name and number; date of program; name of participant; total number of clock hours excluding introductions, breaks, and meals; program title and presenter; program site; and whether the program is approved for mental health counseling, marital and family therapy, or both.

c. All accredited sponsors shall keep on file for three years a list of attendees, license numbers, number of continuing education clock hours, and a program description and objectives.

31.3(3) *Review of accredited sponsors and programs.*

a. The board may monitor and review any continuing education program already approved by the accredited sponsor. Upon evidence of significant variation in the program presented from the program approved, the board may disapprove all or any part of the approved hours granted by the program.

b. The board may at any time reevaluate an accredited sponsor. If after such reevaluation the board finds there is a basis for consideration of revocation of the accreditation of a sponsor, the board shall give notice by ordinary mail to that sponsor of a hearing on such possible revocation at least 30 days prior to the hearing.

645—31.4(272C) Reporting continuing education credits.

31.4(1) A report of continuing education activities shall be submitted on a board-approved form with the application for renewal by September 30 of the even-numbered years beginning September 30, 1996. Beginning September 30, 2000, all continuing education activities submitted must be completed by September 30 of the even-numbered year as specified in 645—subrules 30.6(1) and 31.1(3) or a late fee will be assessed as provided in 645—subrule 30.10(5).